

29 November 1955

MEMORANDUM FOR: Chief, RI

SUBJECT: FO Monthly Report for November 1955

1. Cards forwarded to Main Index as result of Projects: 13,500*

2. Total Projects

244

Opened this month 3
Opened prior months 53
Total Open Projects.....56

Closed this month 4
Closed prior months 184
Total Closed Projects.....188

3. Records Management

a. Records Retired to RI/AR

| Division or Staff | Items | Amount in Cu. Ft. |
|-------------------|-------|-------------------|
| FI | 3 | 1.8 |
| FP | 1 | 1.3 |
| FTC | 1 | 1.1 |
| RE | 9 | 1.6 |
| FE | 7 | 2.0 |
| SE | 1 | 1.1 |
| SR | 1 | 1.1 |
| WE | 2 | 1.3 |
| WB | 2 | 1.2 |
| Total | 29 | 6.9 |

b. Records Retired to RI/VI

| Division or Staff | Items | Amount in Cu. Ft. |
|-------------------|-------|-------------------|
| FP | 1 | 1.3 |
| RE | 6 | 1.5 |

| | | | |
|--------------|------------|-------------|-------------|
| FE | 22 | 7.9 | |
| NEA | 31 | 4.0 | |
| SE | 16 | 3.7 | |
| SS | 2 | .4 | |
| WE | 26 | 5.6 | |
| Total | 104 | 23.4 | 23.4 |

c. Records Retired to CIA Library

| <u>Division or Staff</u> | <u>Items</u> | <u>Amount in Cu. Ft.</u> | |
|--------------------------|--------------|--------------------------|-------------|
| EE | 7 | 2.7 | |
| FE | 1 | .2 | |
| NEA | 2 | .3 | |
| SE | 1 | .1 | |
| SS | 13 | 4.0 | |
| WE | 9 | 12.1 | |
| WH | 8 | 2.6 | |
| Total | 43 | 22.8 | 22.8 |

d. Records Retired to GS Records Center

| <u>Division or Staff</u> | <u>Items</u> | <u>Amount in Cu. Ft.</u> | |
|--------------------------|--------------|--------------------------|-------------|
| NI | 3 | 10.0 | |
| Total | 3 | 10.0 | 10.0 |

e. Records Destroyed (Non-Record Material)

| <u>Division or Staff</u> | <u>Items</u> | <u>Amount in Cu. Ft.</u> | |
|--|--------------|--------------------------|--------------|
| GI | 1 | 2.0 | |
| NI | 4 | 26.0 | |
| NEA | 1 | .4 | |
| WE | 1 | .5 | |
| WH | 1 | .3 | |
| Total | 8 | 29.4 | 29.4 |
| Total Records Retired and Destroyed | | | 122.5 |

f. Vital Documents

| | |
|--------------------------|----|
| Packages IN..... | 79 |
| Packages OUT..... | 7 |
| Microfilm Reels IN..... | 58 |
| Microfilm Reels OUT..... | 22 |

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

Four drawer legal size safe.....6
Four drawer legal size supply cabinet.....20

b. Forms Approved.....2

5. CI Staff survey initiated, one more Division to be surveyed before complete.
6. Made arrangements for taking over ID/P area at the CIA Records Center and for moving material from RI/Archives to Center.
7. RI/FO typist, typed 250 cards in 3 hours.

25X1A9a


RI/FO